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## DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips

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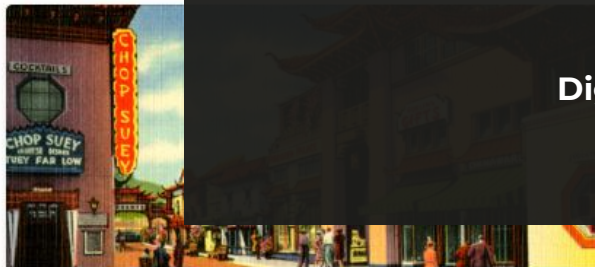
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# DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips

Jessea Young, Daniel Draper, Linta Kunnathuparambil  
William H. Hannon Library  
Systems & Digital Initiatives Department  
Digital Library Federation Forum, October 2019



Changing Face of Southern California

Selections from the Werner von Boltensern



Del Rey Players

The Del Rey Players playbills featured in this



Dockweiler Family Papers

The Dockweiler Family Papers document



Loyola Marymount University  
**William H. Hannon Library**



## Who are we?

- Loyola Marymount University
  - Medium Sized Campus
- Library
  - 50 staff members
  - Seven departments
- Systems & Digital Initiatives
- Digital Collections
  - Digital Scholarship
  - Institutional Repository
  - Systems Administration
- Migration work handled by librarian & 1 library assistant

# ContentDM



# Quartex



# Migration Planning

**Assessment**

**Preferences**

**Workflows**

**Processing**

# ContentDM



# Quartex



# The Great Migration

## Timeline & Steps Taken

### Sept. 2018- Jan. 2019

- Organize Master Assets & Metadata
- Migration restart in Jan.

### Jan. - May 2019

- Standardize Master Assets & Metadata
- Rename Assets

### March - June 2019

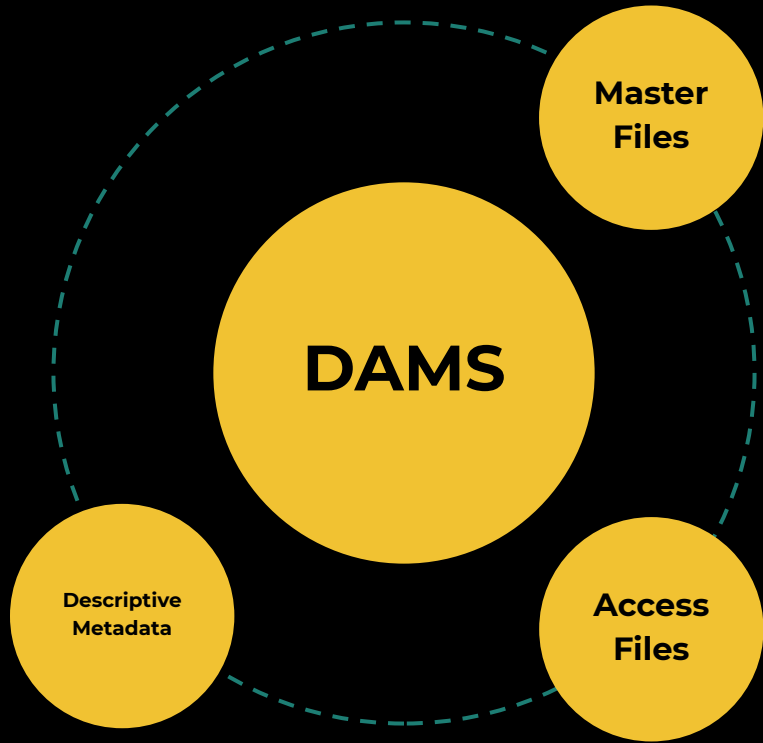
- Embed Metadata into Assets

### March - July

- Quality Control
- Upload to Quartex
- Quality Control

### July - August (Went Live)

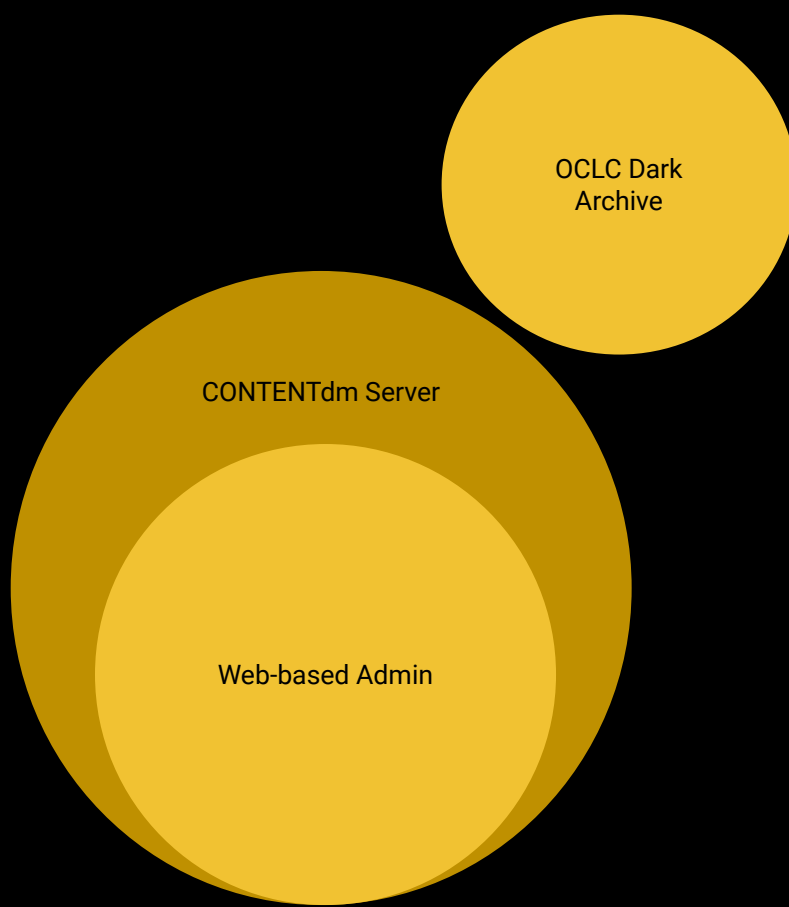
Designing the front-end  
Preparing to go live



# Assessment

What is the organization in the current system?

- How are the content files organized?
- Are the content files access files or masters?
- How to download the descriptive metadata and which format?
- How are they tied together?



# Assessment

How is CONTENTdm organized?

- Different components
  - Content files
  - Descriptive metadata



# Setting Preferences

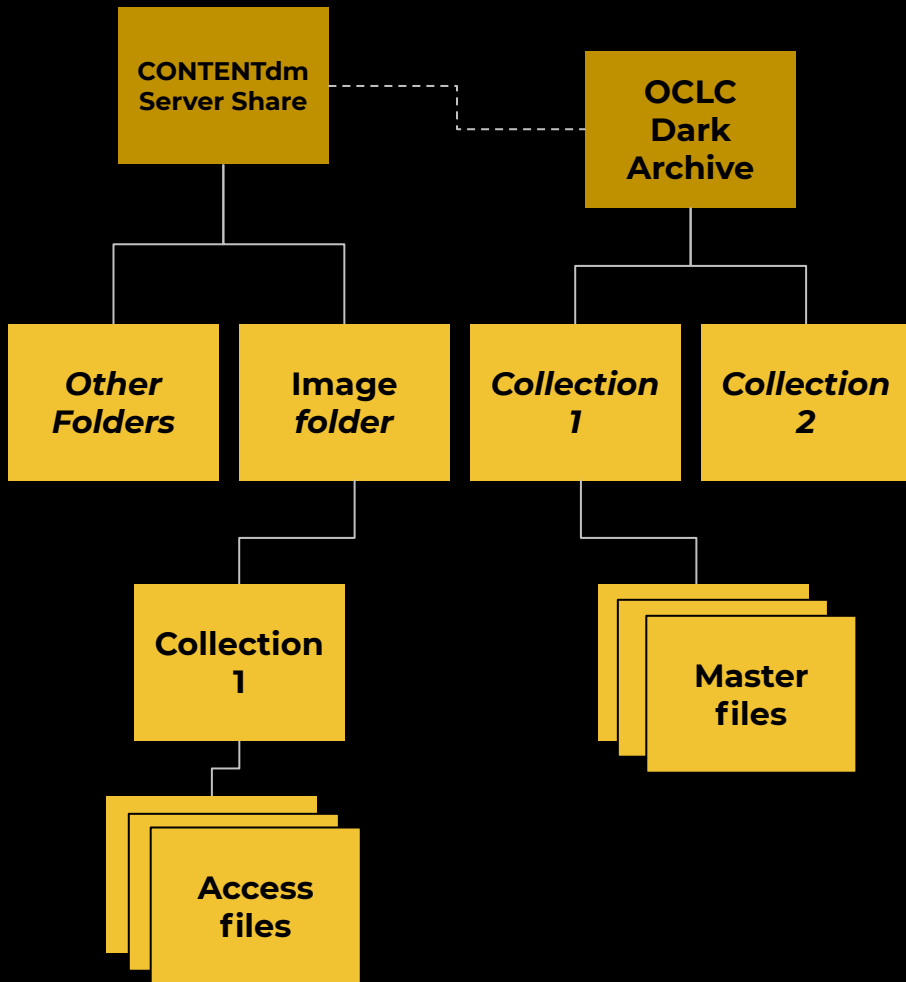
Making decisions on treating the content files and metadata?

There are a spectrum of possibilities.

Consider:


- Consistency
- Scalable
- Systematic Approaches
- Needs of Stakeholders





# Content Files

- Access files organized on local server
  - Collection folders
  - Sequentially numbered files
- Master files are located in OCLC Dark Archive
  - Collection folders
  - Original filenames
- A departmental hard drive

 **CONTENTdm Administration**

admin home server

configuration : fields :

Current collection: Sample Collection change

### Export metadata

Choose the method used to export metadata.

☒ **Tab-delimited.** Exports data as a tab-delimited text file.

☐ Return field names in first record

☐ **XML.** Exports data as XML.

☒ Standard Dublin Core XML

☐ CONTENTdm Standard XML

☒ Include only the full text field from page-level metadata

☐ Include all page-level metadata

☐ Custom XML

☐ Include all page-level metadata

☐ **OCLC SiteSearch.** Exports data that can then be loaded to an OCLC SiteSearch database.

☒ Dublin Core. Produces the SGML and DTD files that can be used to load into the OCLC SiteSearch database.

☐ Custom. Define tags used in the exported SGML file, which will then be loaded into the OCLC SiteSearch database.

# Metadata

How is CONTENTdm organized?

- Descriptive metadata
  - Organized by collection
  - Tabular and xml download options
- Matchpoints for content
  - Field with original filename
  - Fields with file numbers

Metadata	# of Collections
Title	18
Alternative Title (Alternate Title or (Title Alternative))	16
Uniform Title	3
Author	2
Creator	16
Contributor(s)	18
Publisher	16
Date Created	18
Date Range	13
Date Published	4
Date	1
Type	18
Form/Genre	4
Genre	14
Subject	13
Subject (Name)	5

## Standardizing the Metadata

- Across the 18 collections, 62 different metadata fields were being utilized.
- We remapped the 62 different fields into 29 standardized fields.

# Digital File Naming Guidelines

Previous naming convention used a collection name abbreviation:

- Repository:
  - sc**\_ege000010001
- Collection Name abbreviation:
  - sc\_**ege**000010001
- Object Number:
  - sc\_ege**00001**0001
- Sequence:
  - sc\_ege00001**0001**

- Institutional Symbol:
  - LML**\_MS-061-000040001
- A&SC Record Group/Identifier
  - LML\_**MS-061**-000040001
- Object Number:
  - LML\_MS-061-**00004**0001
- Sequence:
  - LML\_MS-061-00004**0001**

## *New Naming Convention*

Includes LMU's OCLC institution symbol + mirrors A&SC record groups.

# Rename 10,000 Files

(No Big Deal)

- Used *Bulk Rename Utility* tool to rename assets.
- Rebuilt compound asset folders
- Rebuild compound folders

Name	New Name	Size	Modified
Ps 1.jp2	LML_MS-042-000723	2.06 MB	9/8/2010 9:07:01 AM
Ps 100.jp2	LML_MS-042-000724	7.74 MB	9/22/2010 4:26:06 PM
Ps 101.jp2	LML_MS-042-000725	10.21 MB	9/22/2010 4:26:06 PM
Ps 102.jp2	LML_MS-042-000726	10.46 MB	9/22/2010 4:26:06 PM
103.cpd	LML_MS-042-000727	552 B	9/22/2010 4:26:06 PM
Ps 104.jp2	LML_MS-042-000728	1.86 MB	9/23/2010 11:24:32 AM
Ps 105.jp2	LML_MS-042-000729	2.60 MB	9/23/2010 11:24:32 AM
106.cpd	LML_MS-042-000730	319 B	9/23/2010 11:24:32 AM
Ps 107.jp2	LML_MS-042-000731	6.26 MB	9/23/2010 11:30:34 AM
Ps 108.jp2	LML_MS-042-000732	2.34 MB	9/23/2010 11:30:34 AM
109.cpd	LML_MS-042-000733	319 B	9/23/2010 11:30:34 AM
Ps 110.jp2	LML_MS-042-000734	5.68 MB	9/23/2010 11:39:36 AM
Ps 111.jp2	LML_MS-042-000735	9.58 MB	9/23/2010 11:39:36 AM
Ps 112.jp2	LML_MS-042-000736	9.26 MB	9/23/2010 11:39:36 AM
Ps 113.jp2	LML_MS-042-000737	8.10 MB	9/23/2010 11:39:36 AM
Ps 114.jp2	LML_MS-042-000738	9.08 MB	9/23/2010 11:39:36 AM
Ps 115.jp2	LML_MS-042-000739	5.63 MB	9/23/2010 11:39:36 AM
Ps 116.jp2	LML_MS-042-000740	5.66 MB	9/23/2010 11:39:36 AM
117.cpd	LML_MS-042-000741	909 B	1/18/2017 4:31:44 PM
Ps 118.jp2	LML_MS-042-000742	5.18 MB	9/23/2010 11:49:37 AM
Ps 119.jp2	LML_MS-042-000743	7.13 MB	9/23/2010 11:49:37 AM
Ps 120.jp2	LML_MS-042-000744	7.10 MB	9/23/2010 11:49:38 AM
Ps 121.jp2	LML_MS-042-000745	5.80 MB	9/23/2010 11:49:38 AM
Ps 122.jp2	LML_MS-042-000746	6.27 MB	9/23/2010 11:49:38 AM
Ps 123.jp2	LML_MS-042-000747	7.04 MB	9/23/2010 11:49:38 AM
124.cpd	LML_MS-042-000748	791 B	9/23/2010 11:49:38 AM
Ps 125.jp2	LML_MS-042-000749	2.45 MB	9/23/2010 1:25:39 PM

☒ Replace (3)  
Replace   
With   
☐ Match Case

☒ Case (4)  
Same   
Excep.

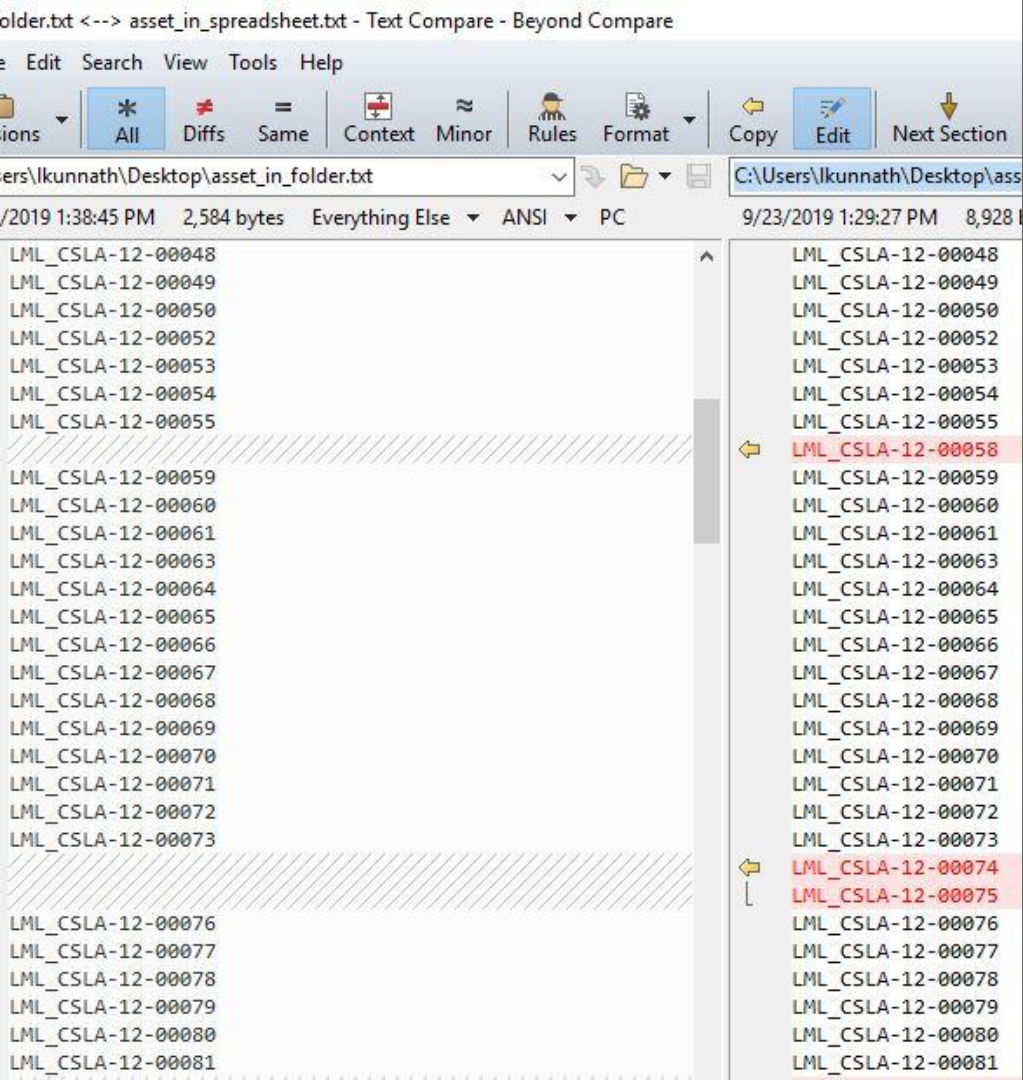
☒ Copy/Move to Location (13)  
Path   
☒ Copy not Move

Character Translations  
Status: Not Set

Javascript Renaming  
Status: Not Set

**Bulk Rename Utility 64-bit (Unicode)**  
TGRMN Software 2001-2016  
Version: 3.0.0.1 [Check for Updates](#)





# Quality Control

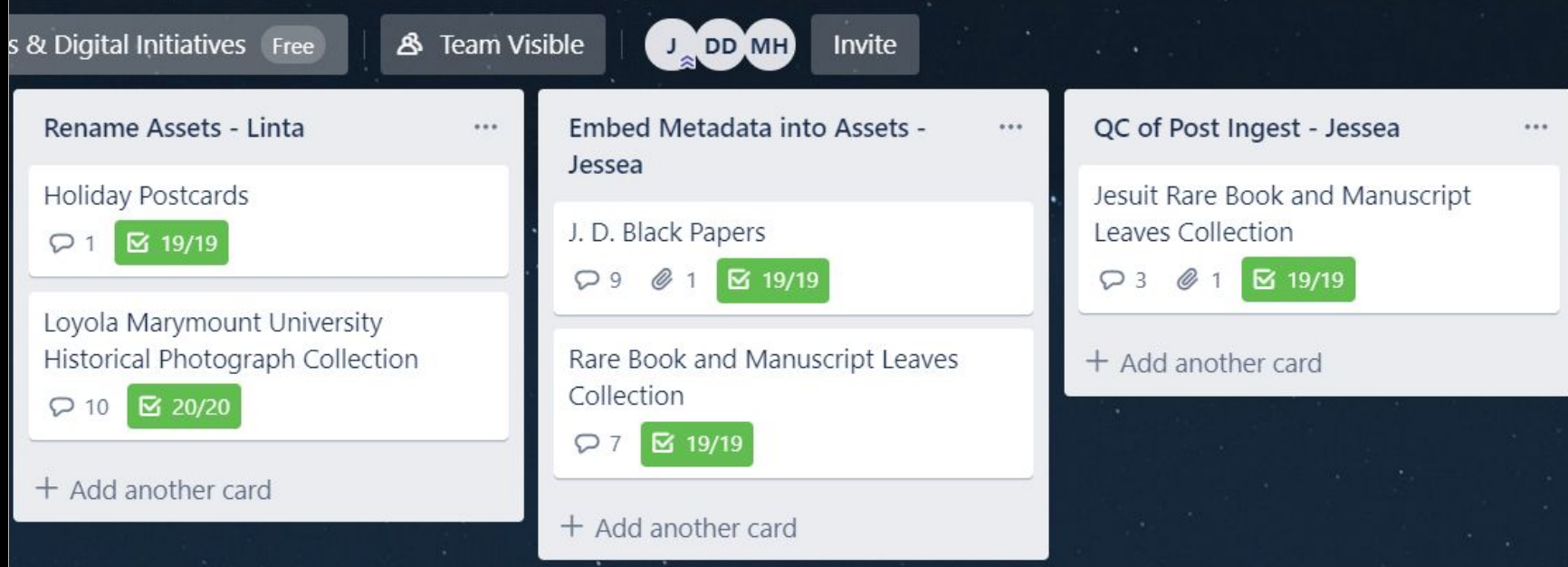
- Used *Beyond Compare* software
- This image shows how we were able to compare lists of identifiers from the metadata spreadsheet vs. actual filenames

WORK	
Agent	Venegas, Miguel, 1897-1994
Title	Letter from Miguel Venegas to Julia Cárdenas de Venegas, August 8, 1927
Date	8/8/1927
Style/Period	
Cultural Context	
Work Type	
Material	Original letter: 1 page; translation: 1 page
Technique	
Measurements	
Location	
Description	
Subject	
Inscription	
State/Edition	
Relation	Venegas Family Papers, Collection Number 99, Series 1. Subseries A. Miguel Venegas a
Text Reference	
Source	
Work ID	
Rights	<a href="https://library.lmu.edu/policies&amp;procedures/librarycopyrightpolicy/">https://library.lmu.edu/policies&amp;procedures/librarycopyrightpolicy/</a>
Custom	
Digital Identifier	LML_MS-099-000030001
Object Identifier	LML_MS-099-00003

## Embed Metadata

- Used the Visual Resources Association Bridge Metadata Toolkit

# Trello



- Central space to keep track of issues & questions
- Kept multiple checklists to ensure quality control
- Manage progress





## LESSONS LEARNED

Be organized

- Track with Trello

Track In-House Collaboration

- Utilize a Gantt

Have clear goals for your platform so vendor development aligns with your stakeholders needs



# CONNECT WITH US

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